

**Solicitation Number: 05-0004-04**  
**Administrative Support Services for the Office of Naval Research for the**  
**Information, Electronics, and Surveillance Department (Code 31)**

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0004 - Administrative Support Services are due by 2:00 PM (local), Wednesday, 31 August 2005.

**1.0 Background**

The Information, Electronics, and Surveillance (IES) Department requires Administrative Officer support services in the seamless operation of the department. The Department consists of Office of Naval Research (ONR) employees as well as other Government Detailed employees and onsite contractor support. Administrative support services are needed for all involved in the execution of the programs.

**2.0 Statement of Work**

**2.1 Objective**

The contractor is required to provide administrative officer support services for the IES Department (Code 31).

**2.1 Scope**

The IES department needs Administrative Officer support for approximately forty (40) ONR government employees as well as approximately forty (40) non-ONR employees. The desired result is to ensure tasks given by the Department Head and staff is completed accurately and one time to ensure that routine office administrative tasks continue without interruption.

**2.2 Technical Tasks/Requirements**

The work required includes, but not limited to the following tasks.

**2.2.1 General Personnel Tasks**

The contractor shall attend bi-weekly Human Resources Office (HRO) meetings to discuss personnel issues and problems, changes in functions and duties, changes in staff, etc. The contractor shall prepare and maintain all Performance Appraisal forms for ONR 31 personnel. The contractor shall maintain personnel files on each ONR employee making sure up-to-date Personnel Description (PD) documents, with applicable forms, are on file. The contractor shall ensure that the correct PD is electronically on file in the PD Master system. If the personnel files are not up to date, the contractor shall work with ONR 00DE to correct accordingly.

**2.2.2 Personnel Process Improvement (PPI) Suite System**

The contractor shall prepare Standard Form 52 (SF-52), Request for Personnel Action, forms necessary for personnel actions, making sure all necessary documentation is prepared and correctly attached to the form before forwarding to the ONR HRO personnel

specialist. The contractor shall track progress of these actions via the HRO personnel specialist and reports created in the PPI system. The contractor shall print out the form and ensure that the form(s) are given to the applicable employee. The contractor is also responsible for ensuring that the Standard Form 50 (SF-50), Notification of Personnel Action, forms generated from previous SF-52 actions are given to the applicable employee as well.

### **2.2.3 Check-In, Check-Out & Changes in Status**

The contractor shall provide all forms necessary for incoming ONR personnel (e.g., check-in sheet, LAN account, health registration, health insurance plan packages, life insurance, life insurance booklet, tax withholding, direct deposit, etc.) and those forms necessary for departing ONR personnel (e.g., check-out sheet, LAN account form, SF-52). The contractor shall provide the forms needed for personnel transitioning within ONR (check-out & check-in forms, LAN account form, SF-52). The contractor shall forward the completed forms to the correct office, either the payroll office at Naval Research Laboratory (NRL) or Human Resources Service Center (HRSC) for further processing at their level.

The contractor shall process training forms for ONR 31 personnel. The contractor shall review DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement, for accuracy and completeness, contacts training installations and coordinates the use of the Government Bankcard for training. The candidate should have an understanding and complies with the regulation that only an appropriate Government official can obligate funds on behalf of the Government. If use of a Bankcard is not acceptable to an institution, the candidate shall process a DD Form 1556 through the Finance Department (ONR 08) and prepares a prompt pay form when invoice is ailed in by institution. If training is with the Naval Sea Systems Command, the candidate shall prepare a procurement request (PR) in the Naval Research Information System (INRIS) to send funds to that installation. If training is paid for with the Government bank card, the candidate shall prepare a Bank Card Purchase Procurement Request in INRIS.

### **2.2.4 Funding**

Detailee Funding. The contractor shall work with contacts at various Navy and other installations, compute charges for individual detailees, and prepares the individual request to send funding to those facilities for services provided by their personnel to the various ONR 31 divisions. The candidate should understand that any request must be approved by the appropriate Government official.

Training Budget Allocation Exercise. The contractor shall use a website prepared by ONR 08 to submit a bi-annual justification of funding required for training by ONR 31 personnel. Initial input may require justification for increasing amount beyond what has been initially approved. Mid-year may require justification for low obligation rate and a plan for the remainder of the year.

Prompt Pay. The contractor shall process Prompt Pay forms on specific contracts for services provided to ONR Code 31. This includes preparation of the form, attachment of the invoice, and appropriate portions of the contract and forwards to ONR-08 for final processing before being forwarded to DFAS for payment. The candidate should understand that the appropriate government official must sign off on the form and submit the form to the appropriate ONR Government official for signature.

Bank Card Purchases. The contractor shall coordinate the use of the Government bank card for the purchase of books, obtaining subscriptions to journals, etc, by researching websites for information, contacting vendors to see if the bank card can be used for payment, and preparing the bank card request(s) in INRIS. The candidate should understand that only a government official can obligate funds on behalf of the government and does not use a Government purchase card or any similar instrument in such a way that obligates funds. The contractor shall prepare the request and a government official is responsible for approving the request. The candidate should understand that he/she will not have the authority to approve a request. Once the request is created, the candidate should transfer it to the ONR 31 bank card holder for their approval and processing. If software is requested by ONR 31 personnel, ensures that approval is obtained from ONR 06

### **2.2.5 Other Duties**

Corporate Administrative Advisory Group (CAAG) Membership. The contractor shall attend weekly CAAG meetings with ONR Administrative Officers. The committee consists of all ONR Administrative Officers and is working to establish set Standard Operating Procedures (SOPs) for all Administrative Officers (AOs). They address various administrative problems faced by the individual departments and attempt to develop logical ways of approaching specific problems and issues. The committee participates in subcommittee projects to develop specific SOPs for specific functions (e.g., training process and awards process).

Space. The contractor shall maintain DD 1450 Forms, Space Requirements Data, which are submitted on an as required basis to ONR 41 personnel. This form cites ONR 31's personnel and what spacing requirements they currently have or will require. The contractor shall prepare floor plans as needed to relocate ONR 31 personnel. The candidate shall work with individuals being moved to develop a preferred arrangement of furniture. The drawing is then used to work with ONR 41 personnel to identify what furniture may be necessary to create the office (what may or may not be available and what options there may be). The candidate shall also arrange for boxes required for packing of office material, schedule the move, and work with ONR 41 personnel during move to ensure successful completion. The contractor shall work with ONR 41 personnel during the course of the year if other furniture requirements arise.

Equipment. The contractor shall prepare required forms for ONR 06 personnel regarding acquisition or relocation of telephones, numbers, computers printers, etc. The candidate shall place requests for relocation or acquisition of copiers which are processed through ONR 41. The candidate is responsible for submitting bi-annual requirements for ONR 31 for equipment to ONR 41 for the purpose of their budgetary plans (e.g. overhead projects, projectors, screens).

Timekeeper. The contractor shall act as timekeeper for the IES Department. The contractor shall act as the Entry Data Clerk (EDC) which entails going into the Defense Civilian Pay System (DCPS) to obtain leave status and payroll information for the Department Head and other ONR 31 personnel as requested.

Phone Listing. The contractor shall maintain the internal phone listing for ONR 31 Departmental personnel. The candidate shall submit updated listings to ONR 42 for publication in the ONR telephone directory.

## **2.3 Reports and Other Deliverables**

**2.3.1 Quarterly Progress and Management Report(s).** The contractor is required to provide quarterly progress and management report(s). The report is due on a quarterly basis and no later than the 25<sup>th</sup> day of the month that the report is due. The report(s) shall include the level of effort performed along with the expenditures during the reporting period. Contractor format is acceptable.

## **3.0 Personnel Requirements**

### **3.1 Personnel Qualifications**

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint. Experience with the Defense Travel System is desired. Experience with Office of Personnel Management personnel regulations is required. Background in servicing personnel in the Science and Technology environment is highly desired.

### **3.2 Level of Effort**

3.2.1 The level of effort has been estimated for the proposed contract. Both a twelve (12) month base period and four twelve (12) month option periods have been defined (total potential period of performance, with options, is sixty (60) months). The total estimated hours for the base and each option period is estimated at 2,080 hours.

3.2.2 Base Period. The level of effort anticipated for this period is approximately one man-year at an average rate of approximately 173 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

<b>Labor Category</b>	<b>Hours Per Year</b>
Administrative Officer	2,080

NOTE: 2,080 hours is equivalent to one (1) man-year

3.2.3 Option Periods. The level of effort anticipated for this period is approximately one man-year at an average rate of approximately 173 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

<b>Labor Category</b>	<b>Hours Per Year</b>
Administrative Officer	2,080

NOTE: 2,080 hours is equivalent to one (1) man-year

3.2.4 The above labor category and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the

offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work. Four one year options of one man year (2,080 hours) are required.

#### **4.0 Order Details**

**4.1 Contract Type:** The Navy anticipates awarding a cost plus fixed fee level of effort task order.

**4.2 Period of Performance:** The base period of performance is twelve (12) months. If exercised, the period of performance for each option period is twelve (12) months.

#### **4.3 Other Direct Costs (ODCs)**

ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$500.00 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount is not to exceed (NTE) \$500.00 per year. This NTE amount should be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation.

**4.3.1 Travel and Per Diem** - Travel will not be required to support this Statement of Work.

**4.3.2 Other Direct Costs (Other than Travel and Per Diem)** - ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC cannot exceed the NTE amount of \$500.00 per year as stated in Section 4.3 above.

**4.4 Place of Performance.** Work will be performed on-site at the Office of Naval Research.

**4.5 Government Furnished Resources (GFR):** The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

**4.5.1 Facilities, Supplies and Services:** Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer's Representative (COR).

**4.5.2 Information:** All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

**4.5.3 Documentation:** All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

**4.5.4 Equipment:** With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR.

Contractors may be required to obtain one or more Navy Marine Corps Intranet (NMCI) seats to perform the Task Order statement of work. ONR currently plans to formally transition to NMCI on or about 1 OCT 2005. During the performance of the Order, if either party (Government or Contractor) identifies a requirement for the Contractor to obtain an NMCI seat to perform its duties, ONR officials will work with the Contractor to obtain an NMCI seat in a timely manner and, if necessary, will pursue a mutually satisfactory agreement in regards to any formal modifications or changes to the scope, structure or dollar values of the Order as a result of the emerging NMCI requirements. General information regarding NMCI can be obtained at: <http://www.nmci-eds.com/index.asp>.

**4.6 Subcontracts/Consultants.** Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks. In accordance with FAR 52.219-14 of the MATOC contracts, prime Contractor employees shall perform at least 50 percent of the cost of contract performance incurred for personnel.

#### **4.7 Security Requirements.**

a) Clearance Requirements. During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. For personnel, a minimum of a SECRET clearance is required. Any Contractor facilities used in support of this contract must be granted SECRET facility clearances and have the capability to store material classified up to and including SECRET. A DD Form 254 will be required prior to access or production of any classified information. Additionally, Contractor is required to safeguard the information labeled as proprietary.

b) Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, the selected Contractor will be required to execute a Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.

#### **4.8 Organizational Conflict of Interest**

##### **4.8.1 Safeguarding Information**

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to

any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

#### **4.8.2 Organizational Restrictions**

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by research programs.

### **5.0 Proposal Requirements**

**5.1 Proposal Format:** The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the proposal (it can be submitted in sealed envelope) or mailed separately before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

**5.2 Other Required Documents:** Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

**5.2.1 Non-Disclosure Agreement.** Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

**5.3 Proposal Submission:** The due date for receipt of proposals for this solicitation is no later than 2:00 PM (Local Time) on Wednesday, 31 August 2005. Proposals can be uploaded electronically via the "[Upload Proposals](#)" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

## **6.0 Evaluation Information**

**6.1 Evaluation Criteria:** A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

### Technical Factors

- (1) Proposed personnel
- (2) Past performance on earlier tasks under this or similar contracts

### Price/Cost Factors

- (3) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. In regards to the stated Technical Factors, Technical Factor 1 is of greater value than Technical Factor 2.



In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

**6.2 Award:** The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or around Monday, 19 September 2005.

**7.0 Submission of Questions:** Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

**8.0 Solicitation Amendments:** Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

**9.0 Point of Contact:** The Point of Contact for this solicitation is Ms. Gail Cunningham, Contract Specialist, e-mail [cunning@onr.navy.mil](mailto:cunning@onr.navy.mil), and telephone (703) 696-0814. The secondary point of contact is Mrs. Vera M. Carroll, Contracting Officer, e-mail [carrolv@onr.navy.mil](mailto:carrolv@onr.navy.mil), telephone (703) 696-2610.

**Non-Disclosure Agreement Regarding Contractor Support  
for the Office of Naval Research**

The undersigned individual, \_\_\_\_\_, agrees, both in his personal capacity and as an employee of \_\_\_\_\_ as follows:

**BACKGROUND**

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
  - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
  - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
  - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
  - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
  - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
  - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.
2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

## AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative<sup>1</sup> any information<sup>2</sup> relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Concurrence by the employer:

Supervisor/Manager Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

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<sup>1</sup> Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

<sup>2</sup> This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files